



## Tree and Bench Donation Program

*The Fund for Parks and Recreation, the City of Boston's not-for-profit parks endowment, accepts charitable donations to restore and improve Boston's renowned open spaces. Trees and benches make great gifts to both your beneficiary and your favorite park. Best of all, your donation helps support parks citywide!*

### Park Benches

Donations for new or existing park benches are accepted depending upon the location. Whether existing or new, a donor recognition plaque will be installed on the bench or at the base of the bench depending on the park and site conditions.

### Park Trees

Donations may be made for new or existing trees in most Boston parks depending upon planting space available. A donor recognition plaque will be installed at the base of the tree when the tree is planted.

Park Donation Element	Neighborhood Parks	Flagship Parks*	Corporate Donors
New Park Bench	\$5,000	\$10,000	\$15,000
Existing Park Bench	\$1,500	\$3,000	\$5,000
New Park Tree	\$5,000	\$10,000	\$15,000
Existing Park Tree	\$1,500	\$3,000	\$5,000

*\*Flagship Parks are the Back Bay Fens, Riverview, Jamaica Pond, Olmsted Park, Christopher Columbus Park and Copley Square (Note: the Arnold Arboretum is not part of the Tree & Bench Donation Program).*

*Donation Programs for the Boston Common, Public Garden and Commonwealth Avenue Mall are administered by the Friends of the Public Garden and the Friends of Commonwealth Avenue Mall. For information, please call 617-723-8144.*

### Tree and Bench Donation Program Policy *(Please read before signing on the reverse)*

- This policy is designed to enable residents and park users to support Boston parks through a tax-deductible contribution. Contributions will be acknowledged by a plaque or commemorative card. The plaque/card is symbolic of the donation and does not entitle the donor to ownership of the particular donated element.
  - Donation applications will be reviewed throughout the year according to staff availability; however, plaques, trees, and benches will be installed only twice per year – Spring and Fall.
  - Complete funding for the donation must be processed before the commencement of any work. The current donation levels are stated herein. These amounts are adjusted periodically.
  - A donation period will last 12 years. Within this time, the Department will replace, at no cost to the donor, a park tree or bench recognition plaque one time if it is damaged or stolen. The cost of any subsequent replacement plaques will be the financial responsibility of the donor and must be coordinated through the Department. New park trees will be replaced once within two years of the original planting date if deemed necessary by the Department.
  - After 12 years, the donated element will be available for renewal for the cost of a new donation with the first right of refusal given to the original donor. If the original donor opts not to renew, the donated element and plaque may be removed or rededicated at any time.
  - The Department retains the right to relocate a donated element and plaque at any time. If an element needs to be relocated, the Department will attempt to contact the donor to discuss alternative locations; the Department will make the final determination.
  - For new park trees, the donor may request a specific tree species and / or planting location, but the Department will make the final determination.
  - The donor may select a bench from the existing undedicated park benches. A new bench may only be installed in a new location with the approval of the Department. Plaque location (bench-mounted or ground-mounted) will be determined by the Department.
  - A maximum of 2 lines of text and 30 characters per line is permitted on the bench-mounted plaque and 3 lines of text and 30 characters per line for ground-mounted tree / bench plaques. Text is subject to the approval of the Parks Commission design review staff.
  - The recognition plaque is not intended to serve as a memorial marker; birth and/or death dates are not permitted. Messages should be simple statements recalling the event or person(s) recognized.
  - Effective January 1, 2012, no logos of any kind are permitted on plaques.
  - Only tree and bench donations are covered by this policy. A donor requesting any other donation, dedication, or memorial must apply to the Department.
  - This policy does not supersede the regulations or ordinances of any City of Boston regulating authority.
- End of Policy–**



# Tree and Bench Donation Program Application

If you have any questions regarding the program, please call the Marketing Department at (617) 635-4505.  
 All applications are reviewed for appropriateness and subject to approval. Please type or print legibly.

## 1. Applicant Information

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Fax \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

## 2. Donation Information *(Please indicate the donation type – If tree, indicate desired tree species, BPRD will accommodate request if possible)*

New Bench     Existing Bench     Existing Park Tree     New Park Tree    Tree Species: \_\_\_\_\_

## 3. Desired Location Information *(Indicate the desired location: Park name and neighborhood – or – Street address and neighborhood. If you have a specific existing tree or bench in mind, please include a photo and description of your selected element.)*

\_\_\_\_\_

## 4. Donation Amount *(Please see the reverse side for the current donation levels)*

Neighborhood Park     Flagship Park     Corporate Donor    \$ \_\_\_\_\_

## 5. Plaque or Commemorative Card Text

*(Maximum of 60 characters for bench plaques and 90 for tree plaques – reviewed for appropriateness and subject to approval)*

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1																														
2																														
3																														

### Line 3 for ground-mounted plaques only

**6. Payment:** The Fund for Parks and Recreation is a 501.c.3 tax-exempt charitable organization. Donations to the Fund are tax-deductible. Please make your **check** payable to: “The Fund for Parks and Recreation” or for **Master Card or Visa** payment please contact the Marketing Department at (617) 635-4505.

### 7. Please return this form and your payment to:

Boston Parks & Recreation Department  
 1010 Massachusetts Avenue, 3<sup>rd</sup> Floor  
 Boston, MA 02118  
 Attn: Tree and Bench Donation Program

## 8. I have read, fully understand, and agree to abide by the Tree and Bench Donation Program Policy (on reverse).

My signature below indicates that I have read this document in its entirety, and understand that:

- A. The Department makes all final decisions, including but not limited to availability, bench location, bench style, tree location, and tree species.
- B. All language used on recognition plaques is subject to approval.
- C. As a tax-deductible donation, all donated items are the property of the City of Boston Parks and Recreation Department, and will be maintained according to Department policy and priorities.
- D. At the end of the dedication period, the donated item will be available for renewal with the first right of refusal given to the original donor.

Signature of Donor: \_\_\_\_\_ Date: \_\_\_\_\_

<b>OFFICIAL USE ONLY:</b>		GPS Location Data:	
<b>Parks Marketing:</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<b>Parks Commission</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Director of External Affairs	Date	<b>Design Review Staff:</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Notes:		Design Review Staff	Date
Date Installed:	Installed By:	Notes:	